

***Amended 27 January 2005**

**HUMAN RESOURCES OFFICE
CALIFORNIA NATIONAL GUARD
P.O. BOX 269101
SACRAMENTO, CA 95826-9101**

ARMY TECHNICIAN VACANCY ANNOUNCEMENT #05-027

**Program Analyst
40027000
GS-0343-09/07/05
\$43,563 - \$56,629 pa
\$35,614 - \$46,299 pa
*\$28,751 – \$37,381 pa**

**ANNOUNCEMENT DATE:
CLOSING DATE:**

**24 January 2005
1 March 2005**

SELECTING OFFICIAL: State Aviation Officer

**APPOINTMENT FEATURES: Excepted Service
Officer/Warrant Officer/Enlisted Grade**

**POSITION LOCATION: State Aviation Office – Joint Forces Hqtrs
Sacramento, CA**

THIS IS AN INDEFINITE POSITION

APPLICANTS NOT MEETING FULL QUALIFICATION FOR THE GS-09 POSITION INDICATED BELOW, MAY BE CONSIDERED FOR THE GS-07/05 TRAINEE, IF QUALIFIED. STATEMENT-OF-DIFFERENCE OF QUALIFICATION REQUIREMENTS FOR EACH ARE INDICATED.

SELECTEE MAY BE NON-COMPETITIVELY CONVERTED TO PERMANENT STATUS IF/WHEN POSITION BECOMES UNENCUMBERED

This position is located in the office of the State Army Aviation Officer, Joint Forces Headquarters. Serves as the analyst responsible for accomplishing program planning, budgeting, analysis and evaluation of Army National Guard aviation programs in a state.

1. AREA OF CONSIDERATION: Statewide. All applications will be accepted; however, first consideration will be given to current permanent technicians of the California Army National Guard.

2. CONDITIONS OF EMPLOYMENT: a. Must qualify for appropriate level of security clearance required by the position. b. Must wear appropriate military uniform including required grooming standards. c. Must maintain a compatible military unit, grade, and job assignment as required by current directives. d. Must participate in PD/EFT (Direct Deposit).

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3. MILITARY GRADE AVAILABLE: WARRANT OFFICER/ENLISTED GRADE. PRIOR TO EFFECTIVE DATE OF PERSONNEL ACTION, SELECTEE MUST OCCUPY A COMPATIBLE MILITARY POSITION WITHIN A COMPATIBLE UNIT IN WARRANT OFFICER/ENLISTED GRADE OR HAVE A COMPATIBILITY WAIVER APPROVED BY NATIONAL GUARD BUREAU. GRADE INVERSION IS NOT ALLOWED. IF THIS IS A SUPERVISORY POSITION, THE MILITARY GRADE OF SELECTEE MUST BE EQUAL TO OR HIGHER THAN THE MILITARY GRADE OF THOSE TO BE SUPERVISED.

NOTICE: All National Guard applicants must state Unit to Military Assignment, Military grade and MOS/AFSC.

4. QUALIFICATION REQUIREMENTS:

a. **Program Analyst, GS-0343-09/07/05, Program Analyst, General:** Experience in administrative, professional, investigative, technical or other responsible work which demonstrates analytical ability and a practical and theoretical knowledge of the functions, processes and principles of management.

b. **Program Analyst, GS-0343-09, Specialized:** Must have 24 months specialized experience which demonstrates knowledge of the National Guard organizational structures, functions, procedures, and techniques which demonstrates the ability to apply practices, theories, techniques, and methods of management; which demonstrates the ability to analyze and interpret policies, and procedures of local management; experience which demonstrates the ability to gather, assemble, and analyze facts; draws conclusions and develop solutions to assigned problems; experience in working with people from various trades and backgrounds to elicit their cooperation to perform specific tasks, comply with regulations, laws or practices; and experience which demonstrates the ability to present and discuss complex matters in a clear and convincing manner.

c. **Program Analyst, GS-0343-07 (Trainee), Specialized:** Must have 12 months specialized experience which demonstrates knowledge of the National Guard organizational structures, functions, procedures, and techniques; experience which demonstrates the ability to apply practices, theories, techniques, and methods of management; experience which demonstrates the ability to interpret policies and procedures of local management; to gather, assemble, and analyze facts; draws conclusions and develop solutions to assigned problems; in working with people from various trades and backgrounds to elicit their cooperation to perform specific tasks, comply with regulations, laws or practices; and to discuss matters in a clear and understanding manner.

d. **Program Analyst, GS-0343-05 (Trainee), Specialized:** Must have 6 months specialized experience which demonstrates an applicant's ability to learn organizational structures, functions and procedures; experience which demonstrates the ability to learn basic practices and theories of management; experience which demonstrates the ability to interpret basic procedures; experience which demonstrates the ability to gather basic facts for assigned problems; experience working with people; and experience which required oral communication.

IF SELECTED AS TRAINEE, THE APPOINTEE MAY BE NON-COMPETITIVELY PROMOTED TO GS-09/07 UPON MEETING FULL QUALIFICATIONS AND RECOMMENDATION OF SUPERVISOR.

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e. **Substitution of Education for Specialized Experience:** A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in fields directly related to the type of work of the position. To be creditable, copies of college transcripts are required.

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

5. KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledges, skills and abilities will be used to determine the best qualified applicants from which selection will be made.

- a. Knowledge of National Guard Organization structures, functions, procedures, and techniques.
- b. Ability to apply practices, theories, techniques, and methods of management.
- c. Ability to analyze and interpret policies, and procedures of higher headquarters as to applicability.
- d. Ability to gather, assemble, and analyze facts; draw conclusions and develop solutions to assigned problems.
- e. Skill in working with people from various trades and backgrounds.
- f. Ability to orally present and discuss complex matters in a clear and convincing manner.

SELECTEE WILL BE REQUIRED TO BE ASSIGNED IN A COMPATIBLE MILITARY POSITION IN OFFICER: WARRANT OFFICER: BR 15, MOS: 420A; ENLISTED: CF: 67, 92.

MALE SELECTEES BORN AFTER 31 DECEMBER 1959 WILL BE REQUIRED TO SIGN A PRE-APPOINTMENT CERTIFICATE STATEMENT FOR SELECTIVE SERVICE.

INSTRUCTIONS FOR APPLYING: INDIVIDUALS MAY APPLY BY SUBMITTING AN OPTIONAL FORM (OF) 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; A STANDARD FORM (SF) 171, APPLICATION FOR FEDERAL EMPLOYMENT; A RESUME OR ANY OTHER WRITTEN FORMAT. IF YOUR APPLICATION OR RESUME DOES NOT INCLUDE ALL THE ITEMS REQUESTED ON THE OF-612 AND THIS VACANCY ANNOUNCEMENT, ALONG WITH A NARRATIVE DESCRIPTION OF HOW YOU MEET THE GENERAL AND SPECIALIZED EXPERIENCE REQUIREMENTS, YOU MAY LOSE CONSIDERATION FOR THE POSITION. IF YOU DESCRIBE MORE THAN ONE TYPE OF WORK (FOR EXAMPLE, CARPENTRY AND PAINTING, OR PERSONNEL AND BUDGET), WRITE THE APPROXIMATE PERCENTAGE OF TIME YOU SPENT DOING EACH. THE ABOVE FORMS ARE AVAILABLE AT THIS OFFICE AND ANY FEDERAL AGENCY.

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SUBMIT APPLICATIONS TO: THE HUMAN RESOURCES OFFICE (HRO), P.O. BOX 269101, SACRAMENTO, CA 95826-9101 (OR FOR EXPRESS MAIL: 9800 GOETHE ROAD, SACRAMENTO, CA 95826-9101). ***ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE.*** VETERANS PREFERENCE DOES NOT APPLY.

****ALL APPLICATIONS MUST BE SIGNED & DATED****

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

FEDERAL LAW PROHIBITS THE USE OF GOVERNMENT ENVELOPES, POSTAGE, OR FACSIMILE (FAX) FOR SUBMISSION OF APPLICATIONS.

PERMANENT CHANGE OF STATION (PCS) EXPENSES MAY NOT BE AUTHORIZED FOR THIS POSITION. AUTHORIZATION FOR PAYMENT OF PCS EXPENSES WILL BE GRANTED ONLY AFTER DETERMINATION IS MADE THAT PAYMENT IS IN THE BEST INTEREST OF THE CALIFORNIA NATIONAL GUARD.

**THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY
EMPLOYER**